



# FINAL ESTIMATE CHECKLIST

Project: \_\_\_\_\_ TRACS: \_\_\_\_\_ Opened to Traffic Date: \_\_\_\_\_ Ending MP: \_\_\_\_\_

## Documentation to be sent to Field Reports

- ☐ Final Estimate (Original only, with Resident Engineer's signature, must be under \$500.00)
- ☐ Submit the Contractor's concurrence letter if the Final Estimate is a negative amount (Per CB 12-02)
- ☐ Final Balance Report (Original only, with Resident Engineer's signature). Shall match the estimate amount
- ☐ Submit memo for all overruns 200% and higher if not noted in the Final Balance Report
- ☐ Include all sections of the transaction detail log signed by the Resident Engineer
- ☐ \*Notice to Proceed, Start and Completion Memos signed by the Resident Engineer
- ☐ Final Acceptance letter signed by District Engineer
- ☐ Time Reports, first and last, for each phase signed by the Resident Engineer
- ☐ Request for extension of time, liquidated damages letter and stop/resume work orders
- ☐ \*Copies of Contractor's Invoices, Purchase Orders and Receivers
- ☐ Submit supporting documentation for all types of AC Material paid by the ton from AC Forms:
  - ★ Inspector's Verification of Materials Report
  - ★ Hot Plant and Rubber Plant Reports
  - ★ ADOT Mix and Compaction Lab Reports
  - ★ AM / PM Spread Determination Reports
  - ★ Bituminous Material Delivery Invoices
  - ★ Mineral Admixture: Reports and Delivery Invoices
  - ★ For RAP – Ignition Oven Lab Reports
- ☐ AC Forms Invoice Summary (for bituminous material deliveries)
- ☐ Bituminous Material (Tack Coat, Fog Coat, etc.) – Summary page, Project Asphalt Reports, BOL's and Weigh backs
- ☐ Submit Bituminous Price Adjustment Report; verify total paid in CPE vs. Report
- ☐ Submit Diesel Fuel Price Adjustment Report; verify total paid in CPE vs. Report
- ☐ Submit supporting documentation for 404 Cover & Aggregate Material (Form, last delivery ticket/day, lab reports for moisture)
- ☐ Submit supporting documentation for Blotter Material (last delivery ticket per day)
- ☐ Submit documentation for all incentives and disincentives

## Verifications

- ☐ Verify in Contract Card that all Subcontracts have been received in Field Reports
- ☐ Verify all dates have been entered and that all supplemental agreements have been received by Field Reports. \*Ensure Procurement has written all necessary Contract Amendments for any supplemental agreements
- ☐ Verify all Lump Sum items paid to 100% (except line item force accounts and MPT)
- ☐ Verify Lump Sum Structures are paid to 100% per Std. Spec. 109.10
- ☐ Verify that 203 (Borrow, Drainage Ex, Roadway Ex) are paid @ 100%
- ☐ Verify that 4040116 Apply Tack Coat was paid only for Tack Coat and not Fog Coat
- ☐ Verify rounding is done on 607 and 608 items, per the Standard Specs.
- ☐ Verify items with a unit of "Each" are paid to a whole number
- ☐ Verify there are no Partial Payments left in inventory
- ☐ Verify there are no Duplicate Payments
- ☐ Verify there are no MPT payments past substantial completion date
- ☐ Verify 45 Day Seeding Establishment period was noted in contract time
- ☐ \*Verify each contractor's invoice is mathematically correct and sales tax has been calculated correctly
- ☐ \*Verify 3-way match for payments. (CPE, Advantage and Contractor's Invoices)
- ☐ OJT Hours paid in CPE should be tracked per trainee and per week and should match the OJT hours in LCP Tracker

## Reminder of Other Submittals

- ☐ Mail Materials Checklist directly to Materials – 068R (see Finance Card for verification)
- ☐ Submit Notice of Intent and Termination of Discharge to Roadside Development (NOI / NOT)
- ☐ Follow CB 09-04 regarding As-Built procedures. RE to send email to [FReports@azdot.gov](mailto:FReports@azdot.gov) when Red Lines are submitted to Project Management
- ☐ Send DBE Affidavits, Certification of Payments and Training Reports to Civil Rights Office
- ☐ On Federal Projects, Certified Payroll Issues should be Resolved, Finalized and Closed

(\*If awarded through Procurement\*)

Submitted By: \_\_\_\_\_ Org: \_\_\_\_\_ Date: \_\_\_\_\_